

**Ayer Library Board Open Session Meeting Minutes: March 09, 2023**

  
4/13/23

Sharon Slarsky, president, presiding. Meeting called to order at 6:00pm  
Trustees present: Becky Campaner – vice president, Maggie Durand, Debra Faust-Clancy (phone), Robert Gardner, Susan Kennedy – treasurer, Cyndi Lavin – secretary, Deb Pedrazzi, Sharon Slarsky – president,  
Trustees absent: Rebecca Myers  
Also present: Luke Kirkland – Director, Members of the Friends of the Ayer Library, Laurie Nehring, Robert Pontbriand – Town Manager

**Agenda Item: Call to Order**

**Review and approval of agenda:** No changes

**Motion:** A motion was made by Maggie Durand and seconded by Bob Gardner to accept the agenda. Vote: unanimous

**Approval of Meeting Minutes:** No changes

**Motion:** A motion was made by Maggie Durand and seconded by Cyndi Lavin to approve the meeting minutes from February 09, 2023. Vote: unanimous

**Announcements:** None

**Agenda Item: Public Comment**

Laurie Nehring, President of PACE, asked why her request to use the meeting room had been denied by Director Luke Kirkland. Luke explained that the policy needs to be updated, and until it is, no outside organizations are able to use it. Luke will be dealing with this very soon. It was explained that Luke is the Director of the Library, and that the Board will not override his decisions. He needs time to revise the policy in light of information gleaned from ALA and an MBLC workshops he attended recently.

**Agenda Items: Reports**

**Treasurer's Report:** Treasurer Sue Kennedy reported that the funds balance began at \$148,024.41, gained \$29.70 in interest, with the end of month balance being \$148,057.77.

**Motion:** A motion was made by Bob Gardner and seconded by Maggie Durand to approve the Treasurer's report. Vote: unanimous

**Invoice Report:** No questions

**Motion:** A motion was made by Bob Gardner and seconded by Maggie Durand to approve the Invoice report. Vote: unanimous

**Director's Report:** Luke went over just the highlights. The HVAC repairs are complete.

Staff members who were promoted are now working at their new positions, and Luke reported that he has 10 applications for the Administrative Support Specialist position.

Sue Kennedy requested that the closure policy and meeting room policy be revisited as soon as possible.

There were many successful programs, especially the new Dungeons & Dragons club.

The Friends of the Library purchased 5 new museum passes.

**Motion:** A motion was made by Becky Campaner and seconded by Deb Pedrazzi to approve the Director's report. Vote: unanimous

### **Agenda Item: Strategic Plan Update**

There were two action items that Luke pointed out:

He has been working with Barbara Cheeks to ensure that extra copies of high demand items are ordered.

Luke has been attending ALA and MBLC workshops on 1<sup>st</sup> Amendment issues to update the Library's collection development policy.

### **Agenda Item: Old Business**

Robert Pontbriand addressed the Board on several matters:

He offered the Town Hall closure policy as another example for consideration. Currently, the Library more or less follows the lead of the Schools.

The Library budget has been submitted to FinCom and the Select Board with no issues. It is expected to be accepted. April 04 is the closure date for the warrant. There will be an Article to replenish the \$35K taken from the trusts for the heating system.

Robert will send a copy of the Town Hall policy for meeting space as another example for consideration.

Evaluation of the Library Director: Robert discussed several methods for evaluation, and recommended using mutually set goals for the coming year that would be agreed upon in June (MOU attached).

Robert submitted a Personnel and Operational Management Plan MOU (attached) to clarify the relationship between the Library and the Town, outlining areas in which the Town is already supporting the operations. He will attend the next Library Board meeting (April 13, 2023) for a discussion on additions, subtractions, and changes.

### **Agenda Item: New Business**

**Friends of the Ayer Library:** Bob Gardner is the Board representative to the

Friends, and they have been taking turns coming to Trustee meetings. Introductions were made all around. Several questions arose about how the Friends can best help to support the Board and the Library. They were praised for the programs they sponsor and the Museum passes they purchase in particular, and for arranging the Meet and Greet for Luke.

**Draft of Grievance Procedure:** Changed immediately to "Mediation Procedure". Debra Faust-Clancy asked if it would be wise to run it by Town Counsel. Robert agreed, and said that the Library draft is very specific to the Library, and that the document for the Town has more procedures since they deal with unions. He suggested that the draft may be missing elements like a harassment policy and an ADA access complaints policy.

**Amendments to the Strategic Plan:** Things change, and it was felt that it should be kept as simple as possible how to make a change to the goals and objectives of the Strategic Plan.

**Motion:** A motion was made by Cyndi Lavin and seconded by Deb Pedrazzi to allow amendment to the Strategic Plan by a simple vote of the Board. Vote unanimous.

**The Shed:** Several organizations have been contacted about whether they would be interested in having our shed. Becky Campaner said that she would contact the school and the extended day program to see if they wanted it.

**Next Meeting:** April 13, 2023, 6:00pm

**Adjournment:**

**Motion:** A motion was made by Becky Campaner and seconded by Deb Pedrazzi to adjourn meeting at 7:35 pm. Vote: unanimous

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